



# FIELD REPORTING PROCEDURES

**INDEX CODE: 1004**  
**EFFECTIVE DATE: 12-01-13**

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## **I. INCIDENT REPORTS**

The following guidelines have been set forth for the completion, forwarding, and retention of incident reports for the Field Enforcement Division.

1. An Incident Report (IR) must be written when any of the following occur:
  - a. Physical arrest is made for any violation.
  - b. Criminal citation is issued, and evidence is seized.
  - c. Sales and Use Tax investigations where purchases are made in an undercover capacity.
  - d. Damage, loss or theft of any state vehicle, property or equipment.
  - e. Requested by a supervisor.
  - f. Injury to Field Enforcement Division personnel.
2. When an Incident Report (IR) is written an FED case number will be issued.
3. The following information is required on all Incident Reports:
  - a. Date and time of initial report.
  - b. Name and address of complainant.
  - c. Nature of incident.
  - d. Date, time and actions taken by the reporting FED personnel.
4. Incident Reports are to be completed and forwarded to the writer's supervisor within five (5) business days of taking the initial report.
5. Supervisors will review reports for accuracy and forward to the executive associate for processing.
6. Administrative personnel will remove all Criminal History Record Information (CHRI), prior to processing.
7. Incident reports are to be forwarded to the State's Attorney or Liquor Board for the jurisdiction where the offense occurred within ten (10) business days of the incident date.

8. A copy of the completed incident report and any pictures, receipts, etc., will be forwarded to the records section, which will be filed in a case folder, by case number.

## **II. AGENT/INSPECTOR ACTIVITY REPORTS**

The following reports are required for all members of the Field Enforcement Division.

1. Bi-weekly Time Sheets:
  - a. Employees will submit their time sheet through Workday, by 12:00 p. m. on the last reporting day (Tuesday) for the bi-weekly time period or as directed by their supervisors.
  - b. Employees earning overtime or compensatory time will fill in the appropriate fields on Workday to their completed time sheet.
  - c. All time sheets are to be forwarded to the employee's immediate supervisor by the required time regardless of duty or leave status.
  - d. Sworn personnel that are working out-of-state on the time sheet reporting date are to submit their time sheets through Workday and any other documentation to their supervisors prior to the out-of-state assignment.
  - e. Supervisors are to review all subordinates time sheets for accuracy and completeness. If modifications need to be made to correct entries, they may only be done by a Field Enforcement Division supervisor. Supervisors will approve all time sheets in Workday by 4:00 p.m. on the last day of the time period or as directed by their supervisors.
  - f. If a supervisor is unavailable on the day that time sheets are due, the on-duty supervisor is responsible for time sheets to be submitted and processed.
  - g. Any initially faxed copies of time sheets will be followed by submitting the original signed copy to the appropriate member of the office staff.

## **III. MILEAGE AND MONTHLY STATISTICAL REPORTS**

All Field Enforcement Division personnel that operate state owned vehicles are required to submit the monthly mileage forms for the vehicle they are assigned and/or operating by the fifth day of the following month.

- a. When the fifth day of the month falls on a Saturday, Sunday or Holiday, the report is due the first working day after the fifth of the month.
- b. Division drivers that are on any type of leave on the day that the mileage reports are due must turn their report in prior to going on leave.
- c. The division administrator or designee will forward all mileage reports to the Comptroller's Fleet Manager.
- d. Monthly statistic reports are to be submitted to immediate supervisors and the division administrator or designee by the first business day of the following month.
- e. All statistic reports are to be reviewed by the immediate supervisor for accuracy and completeness.

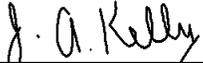
- f. The division administrator or designee will record the monthly statistical data and forward reports to the Comptroller, Deputy Comptroller of Operations, Director, and Assistant Director for review.

**IV. FIELD INTELLIGENCE REPORTS (FIRS)**

These reports document criminal activities, possible criminal activities, or suspicious activities.

- a. The FIR should be printed in ink or typed.
- b. If a vehicle tag number is a part of the report, a computer check of the vehicle registration should be attached to the report.
- c. Agents should check the Cabinet NG system for prior reports and any information should be cross-referenced.
- d. All completed reports should be forwarded to the agent's immediate supervisor within five (5) working days.
- e. Supervisors reviewing FIR reports should check for clarity and content and forward to the chief agent within seven (7) working days of the initial report.
- f. All FIR reports will be scanned and entered into the Cabinet NG system.

- V. CANCELLATION:** This revision replaces Chapter 3 originally issued on March 10, 2008.

  
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Jeffrey A. Kelly, Director